

**United States District Court
Northern District of New York**

Announcement Number: 12-DC-02
Open Date: November 23, 2011
Close Date: December 8, 2011
Position: Financial Technician
Status: Full-time Permanent
Location: Syracuse, New York
Salary Range: Classification Level 23 (\$31,009 - 50,462) with promotion potential to the CL-24 (\$34,356 - 55,864). Starting salary commensurate with financial work experience and salary history.

POSITION DESCRIPTION

This position is located in the Clerk's Office and reports to the Financial Supervisor. The incumbent provides support to the financial operations of the Clerk's Office and maintains required accounting records, ensuring accuracy and completeness of data, quality of service, and timeliness. In addition, the incumbent specializes in handling travel vouchers and related issues.

REPRESENTATIVE DUTIES

Conduct quality reviews and provide training to clerks with cashier responsibilities regarding practices and procedures for financial transactions. Count monies received and process receipts and deposits in appropriate bank accounts.

Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.

Maintain accounting records by inputting transactions, performing trial balances, and reconciling the accounts through the automated systems. Debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court unit.

Process victim restitution payments, including processing incoming checks; compiling necessary information; producing and mailing payments; maintaining ledger of restitution payments and ensuring that victims receive payments; processing returned checks and returned mail; and, providing customer service to victims and their representatives. Work with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.

Process vouchers and payments for Criminal Justice Act panel attorneys, jurors, trustees, and other similar vouchers. Receive, review, and prepare payment vouchers received; and, enter data into automated check writing/accounting systems.

Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies

with voucher submissions and the status of payment of vouchers.

Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store, and track information.

Provides financial and other administrative assistance as directed.

MINIMUM QUALIFICATIONS

For the CL-23 level, applicants must have a minimum of one year of progressively responsible clerical or administrative experience that provided: the skills necessary to perform the duties of this position; knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and the ability to use automated financial and accounting systems and other computer based systems and applications (such as word processing, spreadsheets, and databases) on a routine basis. For the CL-24 level, applicants must have a minimum of two years of progressively responsible accounting/financial experience that provides the knowledge, skills, and ability to successfully perform the duties of this position.

PREFERRED QUALIFICATIONS

Accounting, bookkeeping, or financial experience. Demonstrated analytical and organizational skills with attention to detail.

ADDITIONAL INFORMATION

Only qualified applicants will be considered for this position. Applicants must be U.S. citizens or eligible to work in the United States.

Employment is subject to a satisfactory background investigation, including an FBI fingerprint and criminal records check. Unsatisfactory results may result in termination of employment.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The individual selected for this position must sign up direct deposit for payment of salary.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify the Human Resources Department. Decisions regarding granting reasonable accommodations will be made on a case-by-case basis.

BENEFITS

Employees of the United States District Court are not included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. These benefits include:

- Thirteen days of paid vacation per year for the first three years of employment. Up to 26

- days per year thereafter.
- Thirteen days of paid sick leave per year.
 - Participation in a retirement program.
 - Participation in the Thrift Savings Plan (similar to a 401(k) program).
 - Participation in a federal health insurance program of your choice.
 - Participation in federal dental and vision plans.
 - Participation in a group life insurance program.
 - Participation in a group long-term disability insurance program.
 - Participation in long-term care insurance program.
 - Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
 - A minimum of ten (10) paid holidays per year.
 - Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

APPLICATION PROCESS AND DEADLINE: Send resume and cover letter on or before December 8, 2011 to:

Michele B. Louise, HR Director
United States District Court
PO Box 7367
Syracuse, NY 13261
315-234-8549 (fax)
or via e-mail to [Michele Louise@nynp.uscourts.gov](mailto:Michele.Louise@nynp.uscourts.gov)

Only those applicants selected for further consideration will be contacted.

The Northern District of New York is an Equal-Opportunity Employer.